



**Job Location:** Citizens Plaza State Office Building, 400 Deaderick Street, Nashville, TN 37243

### **Facility Coordinator**

#### **(Facility Administrator 3)**

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human services customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Tennessee Department of Human Services (TDHS) is responsible for administering numerous programs and services to nearly two million Tennesseans, including but not limited to, Families First, the state's Temporary Assistance for Needy Families (TANF) program, Supplemental Nutrition Assistance Program (SNAP, formerly known as the Food Stamp program), Child Support, Child Care Licensing and Assistance, Adult Protective Services, Summer Food Service Program (SFSP), and Rehabilitation Services. TDHS has nearly 20 funding streams and operates a budget over \$3 billion.

This position is part of the Office of Procurement. The purpose and function of the Office of Procurement is to provide support services to all units of the Department of Human Services. The services provided include professional services contracting, goods and non-professional services procurements, coordinating printing services for all printing materials, management of fixed assets, management of fleet vehicles, mail delivery to Citizens Plaza staff, and Facility Administration.

#### **Position Responsibilities:**

- Responsive to the needs of departmental, county, and facility staffs.
- Partner with leadership and county offices to ensure Department of Human Services facilities are well maintained and meet the needs of the employees and clients.
- Manage the high volume of facility requests and track completion.
- Organize and prioritize multiple assignments and initiatives with a high degree of accuracy and timeliness.
- Generate and implement a comprehensive safety and health plan to safeguard Department of Human Services staff.
- Coordinates all facility needs at Citizens Plaza State Office building as well as over 100 county offices throughout the State of Tennessee
- Partner and develop a strong working environment with the Department of General Services to streamline operations and advance initiatives.
- Direct Supervision of the Property Officer and Fleet Coordinator with indirect supervision of the Mail Room at Citizens Plaza and procurement of Office Supplies at Citizens Plaza.

**Position Requirements:**

- Bachelor's degree and experience equivalent to two years in the management and administration of multiple facilities; or a minimum of six years of experience in the management and administration of multiple facilities may be considered if a candidate does not possess the degree requirement.
- Valid Driver's License
- Experience using Microsoft Office 2010 or higher

**Competencies:**

- Strategic thinking
- Trust
- Time management
- Oral and written communications
- Planning
- Prioritizing

**Information regarding State of Tennessee benefits:**

<https://www.tn.gov/hr/employees1/benefits.html>

**How to Apply:**

- Please submit resume and cover letter outlining your related experience to [talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov) by **Friday, July 20, 2018**. All email submissions must include in the subject line: Facility Administrator 3
- Target Salary: \$47,088.00. Salary will be commensurate with knowledge, skills and experience directly related to this job.

Applicants may be subject to background check

Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.*